

Nebraska State Accountability (NeSA) DRC eDIRECT Enrollments Training

TO: NeSA District Assessment Contacts and their designees
FROM: The Nebraska Department of Education
DATE: September 8, 2010
SUBJECT: DRC eDIRECT NeSA Enrollments Training
TRAINING DATES: October 5-7, 2010

The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite all District Assessment Contacts (DACs) to participate in a training session to learn about providing enrollment information via DRC's eDIRECT portal for Nebraska. This training is also open to any district or school personnel that the DACs have authorized to provide NeSA enrollment information to DRC.

AGENDA

The training sessions are designed to inform users on the process used to enter enrollments in eDIRECT. eDIRECT is a single source for districts and schools to access systems that DRC provides in support of the NeSA tests. The system will be used to:

1. Identify the total number of students enrolled in **each grade** by school;
2. Volunteer to participate in the standalone NeSA-Science Field Test;
3. Indicate whether each school prefers to test its population primarily online or on paper (schools testing primarily online will be able to indicate the number of students in the school that require paper-pencil test materials for NeSA-Reading and/or NeSA-Mathematics)
4. Indicate the number of students at each school that require Braille or large-print test materials for NeSA-Reading and/or NeSA-Mathematics
5. Indicate the number of students at each school that require Spanish translation materials for NeSA-Mathematics
6. Verify district assessment shipping information

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Assessment Contacts and their designees to attend **one** of the five available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's website.

Please review the instructions on the following page to learn how to join a training session. ***Note that each training session has a separate meeting number and link.*** You will first log in to the online meeting using your computer and then follow the instructions to dial in by telephone for the audio component of the training. We recommend you begin the login process approximately 15 minutes prior to the scheduled session.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Session length is scheduled for one hour and 30 minutes. The training is expected to take approximately 45 minutes, followed by a question-and-answer period. The total meeting length will vary based on the number of questions asked by participants at the end of the presentation.

Topic: DRC eDIRECT Enrollments Training-Session 1

Date: Tuesday, October 5, 2010

Time: 10:00 AM – 11:30 AM, Central Daylight Time

Meeting Number: 808 979 657

Meeting Password: Enroll-1

What to do on October 5th to join the 10:00 AM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=140251522&UID=0&PW=NMjdhYzMzZTYx&RT=MiM3>
 2. Enter your name, email address, and the meeting password (Enroll-1).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (808 979 657) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: DRC eDIRECT Enrollments Training-Session 2

Date: Tuesday, October 5, 2010

Time: 2:00 PM – 3:30 PM, Central Daylight Time

Meeting Number: 808 204 859

Meeting Password: Enroll-2

What to do on October 5th to join the 2:00 PM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=140251807&UID=0&PW=NNGFmNmYxODIx&RT=MiM3>
 2. Enter your name, email address, and the meeting password (Enroll-2).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (808 204 859) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: DRC eDIRECT Enrollments Training-Session 3

Date: Wednesday, October 6, 2010

Time: 10:00 AM – 11:30 AM, Central Daylight Time

Meeting Number: 807 280 996

Meeting Password: Enroll-3

What to do on October 6th to join the 10:00 AM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=140251877&UID=0&PW=NMjViYjZmMzY2&RT=MiM3>
2. Enter your name, email address, and the meeting password (Enroll-3).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (807 280 996) and your unique

Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.

Topic: DRC eDIRECT Enrollments Training-Session 4

Date: Wednesday, October 6, 2010

Time: 2:00 PM – 3:30 PM, Central Daylight Time

Meeting Number: 806 621 914

Meeting Password: Enroll-4

What to do on October 6th to join the 2:00 PM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=140251932&UID=0&PW=NMjk4MzBiMDI2&RT=MiM3>
 2. Enter your name, email address, and the meeting password (Enroll-4).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (806 621 914) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: DRC eDIRECT Enrollments Training-Session 5

Date: Thursday, October 7, 2010

Time: 2:00 PM – 3:30 PM, Central Daylight Time

Meeting Number: 800 977 940

Meeting Password: Enroll-5

What to do on October 7th to join the 2:00 PM meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=140252032&UID=0&PW=NZDJhMzRkZGJi&RT=MiM3>
 2. Enter your name, email address, and the meeting password (Enroll-5).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (800 977 940) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx

1. Go to <https://datarecognitioncorp.webex.com/datarecognitioncorp/mc>
2. On the left navigation bar, click "Support" or call (866) 229-3239.
<http://www.webex.com>